



STATE OF MARYLAND

**DHMH**

**Department of Health and Mental Hygiene**

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor

Joshua M. Sharfstein, M.D., Secretary

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**MARYLAND BOARD OF PHARMACY**

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Michael N. Souranis, Board President - LaVerne G. Naesea, Executive Director

**MEMORANDUM**

**DATE:** April 15, 2012

**TO:** Pharmacy Technician and Student Pharmacy Technician Applicants

**FROM:** Demetrius Daniels, Manager – Licensing Unit

**RE: CRIMINAL BACKGROUND CHECKS – NEW PROCESS (effective 4/15/2012)**

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Thank you for your interest in becoming a registered Pharmacy Technician or Pharmacy Technician Student in Maryland. The Maryland Criminal Justice Information System (CJIS) - Central Repository and the FBI have implemented changes to the process of conducting criminal background checks fingerprinting, effective after **Sunday, April 15, 2012**. After April 15<sup>th</sup>, ink fingerprint cards will no longer be accepted by CJIS or the FBI and fingerprints must be electronically or digitally captured. The cost for the State background check is \$18.00. Digital fingerprinting is an additional \$20 if done at a State operated location (other authorized locations may charge a fee that is greater or less than \$20.00).

All fingerprint submissions must be electronically or digitally captured at approved electronic fingerprint locations on the enclosed list. For the most up-to-date listing go on-line to:

<http://www.dpsecs.maryland.gov/publicservs/fingerprint.shtml>.

A Livescan Pre-Registration Application is attached and may be completed before you arrive at the fingerprint location. The authorization number for the Maryland Board of Pharmacy is **0600062013** and *must* be included on the application under *Agency Authorization #*. Please also check the *Government Licensing Certification* box located in the Request Type section of the pre-application. Applicants are encouraged to submit the pre-application directly to CJIS.

For more information please contact the location where you intend to be fingerprinted using the enclosed list.

# Fingerprinting Services / Fingerprinting Locations

## State Operated Fingerprinting Services

Location: 6776 Reisterstown Road  
(West side of Reisterstown Road Plaza Mall)  
Suite 102 (first floor)  
Baltimore, MD 21215  
For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501  
1-888-795-0011 (toll free)

Hours of Operation Monday, Tuesday, Wednesday, Friday  
8:30am- 5:00pm

Thursday  
8:30am – 6:30pm

1st and 3rd Saturdays of each month  
8:30am – 4:30pm

**Closed on designated State holidays**

### **The following locations are available by appointment only:**

Motor Vehicle Administration - Bel Air  
501 West MacPhail Road  
Bel Air, MD 21014

Motor Vehicle Administration - Frederick  
1601 Bowman's Farm Rd.  
Frederick, MD 21701

Motor Vehicle Administration - Waldorf  
St. Charles Business Park  
11 Industrial Park Drive  
Waldorf, MD 20602

Motor Vehicle Administration - Salisbury  
251 Tilghman Rd  
Salisbury, MD 21801

Motor Vehicle Administration - Glen Burnie  
6601 Ritchie Hwy, N.E.  
Glen Burnie, MD 21062

Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)

## Commercial Fingerprinting Services (Private Providers)

Private providers are authorized by [COMAR Regulation 12.15.05](#) to submit fingerprints directly to the Maryland Criminal Justice Information System for the purpose of obtaining criminal history record checks. Criminal history record information obtained under this program is mailed directly to you or the agency(s) of your choice. No information regarding your criminal history is given to the private provider. In addition to the fees required by the State of Maryland for criminal history record checks the private provider will collect an additional service fee as determined by the provider. The following list of private providers is published for your convenience and should not be considered an endorsement of any particular provider by the State of Maryland:

PROVIDER	ADDRESS	PHONE
<a href="#">Absolute Investigative Service</a>	604 E. Joppa Road Towson, MD 21286	410.828.6460
<a href="#">Allied Barton Security Services</a>	7939 Honeygo Blvd. Suite 203 Nottingham, MD 21236	410.931.5061 (by appointment only)
<a href="#">All American Protective Services, LLC</a>	6701 Democracy Blvd. Suite 300 Bethesda, MD 20817	301.571.9479
<a href="#">All American Protective Services, LLC</a>	4061 Powder Mill Road Suite 700 Calverton, MD 20705	301.273.2011
<a href="#">All American Protective Services, LLC</a>	2275 Research Blvd. Suite 500 Rockville, MD 20850	301.296.4499
<a href="#">American Fingerprinting Services</a>	7272 Wisconsin Avenue Suite 300 Bethesda, MD 20814	301.941.1916
<a href="#">Apex Investigative Services</a>	1916 Crain Hwy S. Ste. 11 Glen Burnie, MD 21061	410.590.3700
<a href="#">Broadway Services, Inc.</a>	3709 E. Monument St. Baltimore, Maryland 21205	410.563.6949
Cogent Fingerprinting Services c/o BK Lass	4300 Forbes Blvd. Suite 220 Lanham, MD 20706	301.702.7200

PROVIDER	ADDRESS	PHONE
Enterprises, Inc.		
Cogent Fingerprinting Services c/o Xecutive Security Investigations Group	821 E. Baltimore St. Baltimore, MD 21202	410.800.8844
<a href="#">Elite People Protective Services</a>	5602 Baltimore National Pike Catonsville, MD 21228	410.788.0111
<a href="#">FYI Fingerprints</a>	3696 Park Avenue Ellicott City, MD 21043	410.418.4657
<a href="#">Grand Mission Consult</a>	7515 Annapolis Rd #203 Hyattsville, MD 20784	301.429.0525
<a href="#">Hughes Barney Investigations</a>	9315 Largo Drive West Suite 210 Largo (Upper Marlboro), MD 20774	301.333.1728
<a href="#">Inquiries, Inc.</a>	129 N. West Street Easton, MD 21601	866.987.3767
<a href="#">MorphoTrust USA (L-1)</a> c/o ABCO Investigations	10545 Friendship Road Berlin, MD 21811	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o BITHGROUP Technologies	113 Monument Street Baltimore, MD 21201	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o Securitas Security Services	1101 Opal Court Suite 211 Hagerstown, MD 21740	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o Securitas Security Services	8380 Colesville Road Suite 100B Silver Spring, MD 20910	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o Securitas Security Services	7004 Security Boulevard Suite 200 Baltimore, MD 21244	877.467.9215
<a href="#">Maryland Livescan, Inc.</a>	The Empire Towers Building 7310 Ritchie Hwy. Suite 610 Glen Burnie, MD 21061-3290	410.761.6700

PROVIDER	ADDRESS	PHONE
<a href="#"><u>Mid-Atlantic Regional Investigations, LLC</u></a>	1202 West Street Annapolis, MD 21401	888.320.7775
<a href="#"><u>Scotty's Investigations, Inc.</u></a>	515 Regina Avenue Cumberland, MD 21502	301.777.0232
<a href="#"><u>Three Brothers</u></a>	3061 Frederick Avenue Baltimore, MD 21223	410.566.9112
<a href="#"><u>United Security &amp; Communications, Inc.</u></a>	5415 Southern Maryland Blvd. Wayson's Corner (Lothian), MD 20711	301.952.8724
<a href="#"><u>Worldwide Investigations, LLC</u></a>	312 N. Charles Street Baltimore, MD 21201	410.244.1756
<a href="#"><u>Worldwide Management, LLC</u></a>	Reisterstown Road Plaza 6562 Reisterstown Road Baltimore, MD 21215	410.318.8242
<a href="#"><u>Worldwide Management, LLC</u></a>	7201 Old Alexandria Ferry Road Suite 1A Clinton, MD 20735	301.856.0601

### FOR FAST AND ACCURATE SERVICE

1. If you are requesting a background check for employment or licensing purposes you must have an agency name and authorization number
2. If your background check is being sent to a government agency you may also need an ORI number.
3. You must bring a valid form of government identification. (Examples: driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification)
4. Fill out the attached form, print it and bring it to any fingerprinting center.  
[Livescan Pre-registration Application](#)
5. Bring payment as indicated below. Major credit cards, checks, and money orders are accepted. Cash is not accepted at the State Operated Fingerprinting Centers.

### Associated CJIS - CR Fees

410-764-4756 • Fax 410-358-9512 • Toll Free 800-542-4964  
DHMH 1-877-463-3464 • Maryland Relay Service 1-800-735-2258  
Web Site: [www.dhmh.maryland.gov/pharmacyboard](http://www.dhmh.maryland.gov/pharmacyboard)

Fees are required to process each criminal background record check request.

**All fees must be paid by credit card, check or money order in United States currency. The Central Repository cannot accept cash.**

Full background [state and FBI] for authorized agencies only	\$34.50
child care volunteers	\$33.00
State background check only	\$18.00
with Gold Seal	\$19.00
Criminal Justice	
full background	No fee
state only	No fee
Attorney/Client civil	\$18.00
Attorney/Client pending criminal case	No fee

The fingerprinting fee at the CJIS Central Repository is \$20.00 with no card limit. You may choose to have your fingerprints taken at another agency. Make sure to check with that agency for their fingerprinting fees as fees may vary.



**STATE OF MARYLAND**  
**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**  
**CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY**

<b>LIVESCAN PRE-REGISTRATION APPLICATION</b>			
<b>APPLICANT INFORMATION</b> <small>(PLEASE TYPE OR PRINT CLEARLY)</small>			
Name: _____			
Date of birth: _____		SSN: _____	
Height:   ft.   inches		Weight:   lbs.	
Race: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <small>(Please check)</small>		Eye Color: _____ Hair Color: _____	
Place of Birth: _____		Citizenship: _____	
Current address: _____			
City: _____		State: _____ ZIP Code: _____	
Daytime Phone: _____		Evening Phone: _____ Driver's License #: _____	
<b>AGENCY INFORMATION</b>			
Agency Authorization #: _____			
ORI # (if required): _____		Reason fingerprinted? _____	
Position Applied for: _____			
Request Type: <small>(Choose one ONLY)</small>			
<input type="checkbox"/> Adult Dependent Care <input type="checkbox"/> Attorney/Client <input type="checkbox"/> Child care <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Gold Seal/ Adoption <input type="checkbox"/> Gold Seal/Letter/VISA <input type="checkbox"/> Government Employment		<input type="checkbox"/> Government Licensing or Certification <input type="checkbox"/> Immigration/VISA <input type="checkbox"/> Individual Challenge <input type="checkbox"/> Individual Review <input type="checkbox"/> MSP Licensing <input type="checkbox"/> Private Party Petition <input type="checkbox"/> Public Housing	
<b>Mail Response to:</b> <small>(Mailing option only available for Visa Gold Seal and/or Individual Review)</small>			
Name: _____			
Address: _____			
City, State, Zip code: _____			